

California Housing Finance Agency Job Opportunity

Accountant Trainee

Salary Range	\$3027-3505
Final File Date	February 10, 2006
Division/Unit	Homeownership Accounting Unit
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Timebase	Permanent & Full-time
Number of Positions	One
Travel	N/A
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Individuals who have list eligibility, or are currently in this classification, or are eligible for lateral transfer. Applications will be screened and only those that best meet the requirements of the job will be considered.
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 <i>Note on the front of your application that you're applying for the position in the Homeownership Accounting Unit.</i>
<p>Duties</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>The Accountant Trainee is the apprentice level working under the general supervision of a Mortgage Loan Accounting Supervisor in the Single Family Unit of the Accounting Division. This is a diverse position which handles the less complex, semi-professional accounting duties on a rotational basis with other unit staff. Duties Include:</p> <p><u>Essential Functions:</u></p> <p>35% Monthly reconciliation of loans serviced by the California Housing Finance Agency (CalHFA) approved Servicers. Total loans reconciled by an Accountant Trainee usually varies between 1500-6000 loans depending on level of difficulty associated with each Servicer's portfolio.</p> <p>25% Responsible for one or more of the following: monthly reconciliation of general checking account (066) and Bank of America wire account; monthly reconciliation of uncleared collections; daily reconciliation of the (047) wire account; maintaining the cash disbursement and Controller's Receipts register, maintaining the requests filed/paid register and claims filed/paid register; payment of insurance premiums; monthly reconciliation of CalHFA Subordinate Programs, monthly reconciliation of the REO (Real Estate Owned) portfolio and/or preparing the daily check deposit for Single Family Accounting.</p> <p>20% Review accuracy of computations used by the Servicer when remitting payoffs. Post remittances of payoffs to cash receipts system on a daily basis. Return paid-in-full original loan documents to Servicer and return any original second loan documents to CalHFA's Loan Servicing on a weekly basis.</p>

	<p>5% Allocate bi-monthly remittances of CalHFA P&I (principal & interest) payments received by each Servicer and post to cash receipts system by bond issue.</p> <p>5% Prepare journal entries, cash receipts adjustments or input files as needed.</p> <p>5% Monitor loan discrepancies and reconciling issues identified during the reconciliation process.</p> <p><u>Marginal Functions:</u></p> <p>5% Other duties as required such as assisting other Single Family staff in completion of the above duties or assisting in Single Family special projects.</p>
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